

Welcome
to our corner of the world!

Prospectus

Providing Outstanding Childcare
St. Catharine's
Under Fives
Playgroup, Preschool, Stay & Play

Willkommen

Bienvenue



Witajcie

Dobro došli

St Catharine's Under Fives Playgroup

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Registered Charity No. 1051904

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Welcome to St Catharine's Under Fives



Dear Parents and Carers,

Welcome to St Catharine's Under Fives

On behalf of our staff and committee, we would like to welcome you and your child to St Catharine's Under Fives. We are a well established, friendly playgroup and have been welcoming children since the 1960's. We are run by a voluntary committee of parents and carers and we have written this booklet together to give you some idea of the different aspects of our playgroup and how we nurture the children in our care.

We hope that this prospectus will answer your questions about our mission, our aims, the organisation, curriculum, etc, and will provide a useful reference as an introduction to our setting, as well as during your child's stay with us. However, should you have any further queries please do not hesitate to contact us.

We believe that we can achieve the best for your child if there is a strong partnership between home and playgroup and this is recognised in our latest OFSTED report where we received OUTSTANDING for our work with families and children. Your involvement at playgroup is welcomed and encouraged, and there are many ways in which you can become involved, as you will see as you read through this guide. We look forward to a long and happy relationship with you and your family.

You are warmly invited to visit playgroup and should you wish to do so, please contact us so we can arrange a mutually convenient time.

Yours sincerely

Bethan Hayes
Chairperson





Our Mission



“ It is our mission at St Catharine's Under Fives to work alongside parents and carers to give all children the best start in life to achieve their full potential in a safe, secure and stimulating environment. We aim to nurture the child's emotional and physical wellbeing, and support their families, within the rich and diverse community of our setting and have them leave our care with the knowledge, skills and independence to enable them to continue their lifelong learning journey.”



We Aim to



“ provide high quality care and education for children below statutory school age;
work in partnership with parents and carers to help children to learn and develop;
add to the life and well-being of OUR local community;
offer children and their parents a service that promotes equality and values diversity.”

Our Playgroup



St Catharine's Under Fives was born over 50 years ago at a meeting of the Church Young Wives' Group, following a discussion about the needs of parents and young children in the parish.

We are based in St Catharine's Parish Hall, London Road, Gloucester, which offers a spacious indoor and outdoor area for the children to play in. We are within easy reach of Kingsholm, Barnwood, Elmbridge and Longlevens, on several bus routes and have car parking facilities in the Church car park.

We are also a member of PATA (Playgroup and Toddlers Association) and registered with Ofsted. Our qualified and experienced staff are committed to providing a fun and educational environment following the Early Years Foundation Stage Curriculum for all our children, aged from birth to preschool, to give your child the best possible start in life.

We are a registered charity and run by a voluntary committee of parents and carers. We are self-financing and hold various fundraising schemes and events throughout the year to ensure that we are fully equipped and that parties and outings may take place.

With the commitment of the playgroup in the past couple of years we have renovated our outside facilities, newly decorated inside, upgraded furniture and have a special secret garden project underway.



How to find us





Session Times



From September 2020

Monday	AM: 9.10am - 1:10pm, (2 year olds 9:10am - 12:10pm if required) ALL DAY: 9.10am - 2:40pm
Tuesday	Stay & Play - Baby & Toddler Session
Wednesday	AM: 9.10am - 1:10pm, (2 year olds 9:10am - 12:10pm if required) ALL DAY: 9.10am - 2:40pm
Thursday	(Preschool Only) AM: 9.10am - 1:10pm ALL DAY: 9.10am - 2:40pm
Friday	AM: 9.10am - 1:10pm, (2 year olds 9:10am - 12:10pm if required) ALL DAY: 9.10am - 2:40pm

Playgroup Year

St Catharine's Under Fives Playgroup opens for 5 days a week, 38 weeks each year, closing for school holidays and in-service days*. Please see our website for the dates for terms 1-6.

*Each year 5 days are allowed for staff development (INSET DAYS). Children do not attend playgroup on these days.

Fees

Our fees are currently £4.30 per hour for children over 3 years of age and £4.70 for children under 3. Fees are payable at the beginning of each term and are reviewed annually. A small fee is also charged for snack based on the number of sessions that the child attends each week.

For your child to keep her/his place at playgroup, fees must still be paid even if they are absent due to sickness or holidays. If your child has to be absent over a long period of time, please speak to your child's Key person or the Play leader.

The term after children have reached their 3rd birthday they will be eligible for 15 hours funding from the council. These hours can be allocated to the St Catharine's Under Fives Playgroup, or shared with another childcare setting.

Your child may also be eligible for funding for 2 year olds or 30 hours funding. To find out more visit

<https://www.childcarechoices.gov.uk/>

Childcare
Choices



Amanda Coombes - Play Leader

Qualifications:
NVQ Level 3, First Aid, Food Hygiene, Child Protection.
Currently studying Early Years degree in Childcare

"I love playgroup because of the warm, inviting community atmosphere. The children inspire me to be my best every day and it's a privilege to be allowed to join their play and recapture the innocence and awe of the world through their eyes. Children's imaginations make anything possible and that makes my job the best job in the world"



Ola Swiatlowska - Deputy Playleader

Qualifications:-
NVQ Level 3, First Aid,
Child protection, Food Hygiene

I love working at playgroup because it is a special place created by dedicated people (staff and parents) where the children can flourish. Working with the children helped me to discover who I am, finding my strong points and overcoming a fear of speaking in English as well as expressing myself through words. The children helped me realise that I can learn something new everyday and keep trying to do things that are not easy at the start. I often look at the children and can see them in my mind as successful adults fulfilling their dreams.



Tina Gaulton - Administrator / Bank Staff

Qualifications:
BEd Honours Primary Education
MBA Marketing

I joined St Catharine's when my children went off to school. I was only supposed to be covering for 3 months and have now stayed 5 years. Having been a committee member for a playgroup my children attended, I missed the environment when I left. I am so pleased to be working with St Catharine's. There is always lots of fun.



Lianne Wilson - Playgroup Assistant

Qualifications:

Level 2 and 3 Teaching Assistant, Level 4 Higher Level Teaching Assistant 2010, Level 2 Diploma in Early years and childcare 2016, Early Years first aid 2018, Level 2 TQUK certificate in understanding behaviour that challenges 2019

I attended St Cath's Stay and Play with my daughter a few years ago. I have 2 children age 24 and 9. I previously worked in a Junior school for 10 years and worked in Early Years for 4 years. I enjoy working with children as I love watching them achieve and thrive and enjoy messy play and think the messier the better. I love to include mindfulness and self-worth into sessions and love a jolly good sing song.



Paula Margretts - Bank Staff

Qualifications:

First Aid, Child Protection, Food Hygiene

My journey with St Catharine's started 11 years ago when I would take my 2 children to the Stay and Play. They then both attended playgroup and I became the Chairperson. When my children finished at St Catharine's I became qualified with my NVQ level 3. I then became a playgroup assistant for several years. When it was time to leave I couldn't quite leave the warm, happy place that is St Catharine's and have stayed on as Bank Staff therefore still being a part of playgroup that has been so hard to part from.



Michelle Wallace - Bank Staff

Qualifications:

BTEC National Diploma - Social Care,
NVQ3 - Childcare and Education, SENCO, Food Hygiene,
Paediatric First Aid.

I've always had very close links with St Catharine's Under Fives and have been working here for a number of years. Even after living by the sea for 2 years, I returned to St Catharine's which has the warm, friendly and personable feel it had when I left. Whilst I have moved onto my long time ambition at the hospital, I remain Bank Staff as I like to return when I can.



Kate Beevers - Bank Staff

Qualifications:

MA Early Years Education, First Aid, Child Protection, Food Hygiene

I've been involved with St Caths since 1999 when my children were young and I was a primary school teacher. Since then I have been on the committee and worked as play leader whilst gaining my Masters degree in 2007. Once St Caths gets into your heart it is very difficult to leave! I now work at PATA as Support Worker, Tutor and have remained Bank Staff for St Caths. I enjoy my job because of the children! I love being with them on their learning journey and supporting them as they develop and grow into the 4 year olds that leave us and start school. I love the fact every day is different.



Clare Banbury - Bank Staff

Qualifications:

BEd Primary Education, First Aid, Child Protection

I was born locally and as a child I attended St Catharine's myself which was then led by my Mum. I have 2 young children. My daughter, who is now in Year One, spent her preschool years at St Catharine's, and my son attends now. I've been a primary school teacher for more than 15 years, the majority of this time teaching in Reception classes. At the moment I teach part time. I am delighted to also now be part of the St Catharine's team. When I'm not at work I enjoy family times, gardening, cooking, camping and generally being outdoors.

We're Going on a Bear Hunt

Michael Rosen Helen Oxenbury



Emma Bown - Bank Staff

Qualifications:

NVQ Level 3 - Childcare and Education, Food Hygiene, Child Protection, Paediatric First Aid.

I provide Bank Staff cover at St Catharine's Under Fives when required. I am a mum to two older children and have been in the EYFS for 16 years! My favourite thing to do is story telling. From the traditional Goldilocks and the Three Bears to *We're Going on a Bear Hunt*.



St Catharine's Under Fives is managed by a committee of 5 or more parents and carers. The members are elected by you at our Annual General Meeting and are responsible for:

- managing the setting's finances;
- employing and managing the staff;
- making sure that the setting has - and works to - policies that help it to provide a high quality service; and
- making sure that the setting works in partnership with the children's parents and carers.

The Annual General Meeting is open to the parents and carers of all of the children who attend the setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

The current Committee Members are:



Bethan Hayes
Chairperson

Other Committee Members are:

Josie Browning, Carley Wadley, Amy Hopton, Isobel Romero & Julie Evans.



WE AIM TO ENSURE THAT EACH CHILD:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer parent helpers;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a key person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop;
- is in a setting in which parents help to shape the service it offers.



St Catharine's Under Fives believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the session/day in the setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group;
- provide children with opportunities to learn and help them to value learning

We organise our sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.





Admissions

St Catharine's Under Fives provides care and education for pre-school children from the age of 2 years. We are restricted to a maximum of 24 children per session and an application form must be completed for each child which is available to download from our website.

Children are allocated from two to four placements a week, depending on the age of the child, and the number of children we need to provide for.

Visiting Playgroup

Parents and carers are always welcome to visit a playgroup session before their child starts with us. Please contact the Play leader or our Administrator for further information and to make an appointment.

Key Person

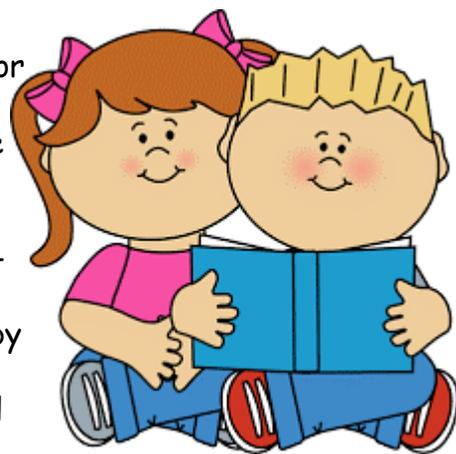
At St Catharine's Under Fives, your child will be allocated a key person before they start to attend.

This member of staff will welcome you and your child at your child's first session and look after you during the settling-in process.

Each member of staff at St Catharine's Under Fives has a key group of children for whom they are particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests and to ensure that your child will benefit from all of our activities during their stay with us.

Curriculum Record

St Catharine's Under Fives keeps a record of achievement or 'learning journey' for each child. Staff and parents work together on their children's learning journeys as one of the ways in which we can work in partnership. Your child's learning journey helps us to celebrate their achievements and to work to provide what your child needs for their well-being and to make progress. Your child's key person will work closely with you to keep this record. We can do this by collecting information from you about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress so that you can both decide on how to help your child to move on to the next stage.



Starting Playgroup



Starting playgroup can be a big step for a child and we try to make sure that St Catharine's Under Fives is a welcoming place where children settle in quickly and easily. Consideration is always given to the individual needs and circumstances of children and their families.

We keep in contact with children and their families before their start date and they have the option to join our Facebook page to keep up to date on our activities.

We encourage parents and carers to bring their pre-playgroup children to our 'Stay & Play' baby and toddler session, run every week on a Wednesday morning (09.30 - 11.00), changing to Tuesday morning in September 2020, where they will meet staff and families already involved in our playgroup.

On your child's first session, we ask that you arrive half an hour later than the advertised start time and are prepared to stay, so that your child's key person will have time to welcome you in and sit down with you. We use this time to explain the process of settling in and decide, with you, the best way to help your child adapt to playgroup life, with the minimum amount of distress, so that they can gain the best from St Catharine's Under Fives.

A copy of our full, comprehensive settling-in policy is available for you to read at playgroup, but please do not hesitate to speak to us should you have any questions or queries.



At St Catharine's Under Fives we appreciate the importance of your child's last year before starting school and, because of this, we only allow pre-school children to attend our Thursday Session from 9:10am - 2:40pm. These sessions are specially geared towards preparing your child for their Reception year and are specifically for those children starting school in the following September.

After the first term, we encourage children to bring a P.E. kit to establish this routine for them and we also liaise with local infant schools, so that your child can familiarise themselves with the teachers and environment, making that first day at school a little less scary!



Early Years Foundation Stage



Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development. St Catharine's Under Fives follows The Early Years Foundation Stage and our provision reflects the four key themes and sixteen commitments of the Early Years Foundation Stage.

A Unique Child

Child Development: Skilful communicator, competent learner.

Inclusive Practice: Equality and diversity, children's entitlements, early support.

Keeping Safe: Being safe and protected, discovering boundaries, making choices.

Health and Well-being: Growth and developing, physical and emotional wellbeing.

Positive Relationships

Respecting Each Other: Understanding feelings, friendship, professional relationships.

Parents as Partners: Respecting diversity, communication, learning together.

Supporting Learning: Positive interactions, listening to children, effective teaching.

Key Person: Secure attachment, shared care, independence.

Enabling Environments

Observation, Assessment and Planning: Starting with the child, planning, assessment.

Supporting Every Child: Children's needs, the learning journey, working together.

The Learning Environment: The emotional environment, the outdoor environment, the indoor environment.

The Wider Context: Transitions and continuity, multi-agency working, the community.

Learning and Development

Play and Exploration: Learning through experience, adult involvement, contexts for learning.

Active Learning: Mental and physical involvement, decision making, personalised learning.

Creativity and Physical Thinking: Making connections, transforming and understanding, sustained shared thinking.

Areas of Development and Learning.

Communication and language development

Involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development

Involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Literacy development

Involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Personal, Social and Emotional Development

Involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Mathematics

Involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

Understanding the world

Involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design

Involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Playing and Exploring – Engagement

- Finding out and exploring
- Playing with what they know
- Being willing to 'have a go'

Active Learning – Motivation

- Being involved and concentrating
- Keeping trying
- Enjoying achieving what they set out to do

Creating and Thinking Critically – Thinking

- Having their own ideas
- Making links
- Choosing ways to do things



Welfare

As well as helping the children to learn, staff are also responsible for the children's welfare. We will make sure that playgroup is a safe and positive place for your children.

Transferring to School

Our Playgroup has links with local schools in the area and regularly liaises with these schools. Reception teachers from these schools often visit us to meet the pre-school children and we also make group visits with the children to the schools.

The Early Years Foundation Stage Curriculum that we follow continues into your child's Reception year at school and written records of attainment for each child are sent to their receiving school at transfer. These records will be shared with you before your child starts school and are available for you to see at any time. Please speak to your child's key person or a member of staff for further information.



Every Parent Matters



OUR PARENTS AND CARERS "EVERY PARENT MATTERS"

In our community based setting, all parents are regarded as members who have full participatory rights. These include a right to be:

- Valued and respected;
- Kept informed;
- Consulted;
- Involved;
- Included at all levels.

St Catharine's Under Fives recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents take part in making our playgroup a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping at playgroup sessions;
- sharing their own special interests with the children; for example, playing the guitar, reading stories in various languages or talking about their jobs;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management of St Catharine's Under Fives in our parent and carers management committee;
- taking part in events and informal discussions about the activities and curriculum provided by the playgroup;
- joining in community activities in which the playgroup takes part;
- building friendships with other playgroup parents.



Helping at Playgroup



At St Catharine's Under Fives, we maintain the ratio of adults to children in the setting that is set through the Statutory Framework for the Early Years Foundation Stage.

Once your child has settled with us, we would welcome you as a volunteer parent or carer helper to compliment these ratios. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide;
- allow the children to explore and be adventurous in safety.

Helping at a session gives you a valuable and unique insight into the day-to-day life of playgroup and enables you to help the children get the best out of their activities.

A rota is placed on the notice board each term and we urge you to put your name against any sessions you might be able to help out with.

Please feel free to talk to our committee members about the benefits of becoming one of our volunteer helpers.



St Catharine's Under Fives has a very active and dedicated committee who organise a variety of events throughout the in order to raise funds.

We are a registered charity and the fees paid by parents and carers and the Local Education Authority are only sufficient to cover the main running costs of the playgroup (i.e rent and wages). All other costs and equipment can only be purchased by means of the generosity of our parents and carers, so the funds raised by the Committee form an important part of our budget.

In recent years, fundraising has included Penny Pots for the children, Raffles, Messy Play sessions during the school holidays and Sponsorships. We also help out at the Church Fete annually and receive a handsome donation from the Church in thanks.

We hope that you will help us where possible with our various schemes, not only by your presence, but also by responding to our requests, either for donations, items to sell, or to assist in taking charge of an event and running it.



£3 per family

In addition to our successful Playgroup, St Catharine's Under Fives also run 'Stay & Play' baby and toddler sessions once a week at the following time:

Wednesday 09.30am - 11.00am

(From September 2020 new time Tuesdays 9:30am - 11:00am)

Stay & Play caters for all children from birth to preschool and provides an excellent opportunity for parents and carers and their children to meet other families and relax in a warm, friendly environment.

Healthy snacks and drinks are provided for the children and parents and carers can have a well earned drink and cake too!

For our youngest clients, we have a 'baby corner' equipped with changing area, soft cushions, baby gyms, bouncy seats and soft toys.



More mobile children can take advantage of the many other activities we have arranged around the Hall, including:

- Messy play - sand & 'gloop'
- Creative play - sticking, painting & colouring
- Small world toys
- Construction toys
- Group singing activities

Why not come and have a look? You can just drop in to any 'Stay & Play' session and it's a great place for children and adults to make friends and have fun!



Comprehensive Policy documents are available at Playgroup.

Our policies help us to make sure that the service provided by St Catharine's Under Fives is a high quality one and that being a member of playgroup is an enjoyable and beneficial experience for each child and their parents and carers.

Our staff work together with parents and carers to adopt the policies and the policies are reviewed on an annual basis. This review helps us to make sure that the policies are enabling St Catharine's Under Fives to provide a quality service for its members and the local community.

SPECIAL EDUCATIONAL NEEDS (SEN)/SPECIFIC REQUIREMENTS

Every child at St Catharine's Under Fives is considered as an individual and their progress is tracked very closely through the process of assessment. If there are any concerns, parents and carers are invited into playgroup to discuss with their key person the best way to support their child.

A minority of children may have particular learning requirements, which arise as a consequence of having **specific requirements**. Our staff take account of these requirements and make provision to support individuals or groups of children to enable them to participate fully in curriculum activities.

Our Special Educational Needs Co-ordinator (SENCO), Mandy Coombes, facilitates support for these children and liaises with outside agencies where appropriate.

Further details can be found in our Special Educational Needs/Specific Requirements policy at playgroup.

EQUALITY AND DIVERSITY

St Catharine's Under Fives provides an education for all, acknowledging that the society within which we live is enriched by the ethnic diversity, culture and faith of its citizens.

We welcome children of all abilities and provisions are compliant with the Disability Discrimination Act regulations. If your child has specific needs we will work in partnership with you to ensure these are met.





CHILD PROTECTION

Playgroup staff have an important role to play in recognising and taking the appropriate action in cases of suspected child abuse because of their day-to-day contact with individual children during term-time. All playgroup staff are instructed to report any suspicions to our dedicated Child Protection Officer, Mandy Coombes, or our Deputy Child Protection Officer, Ola Swiatlowska, who are required under the procedures to alert Gloucestershire Safeguarding Children's Board. Our designated officer who oversees this work is our Committee Secretary Clare Banbury.

Child abuse is a particularly sensitive issue and imposes strong feelings and emotions for those involved, particularly parents and carers. However, whatever parents and carers may feel about a situation, it needs to be appreciated that playgroup staff are *required to report*, in line with procedures, any situation where abuse is suspected, and that staff could be deemed to have acted improperly if they did not do so.

All of our Staff and Committee are checked by the Disclosure & Barring Service (DBS) and applicants for any playgroup posts are informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children. Any volunteer helpers at playgroup do not work unsupervised.

BEHAVIOUR MANAGEMENT

St Catharine's Under Fives believe that children should be taught to behave in socially acceptable ways and to understand the needs and rights of others. The principles guiding management of behaviour exist within the programme for supporting personal, social and emotional development.

We acknowledge and reward considerate behaviour, such as kindness and willingness to share.

If children behave in inconsiderate ways, we make clear immediately the unacceptability of the behaviour by means of explanations rather than personal blame. We talk calmly to the child away from the activity and discuss the incident with them and any other children involved. We help them to understand the outcomes of their action and support them in learning how to cope more appropriately. Details of such an event are brought to the attention of our Play leader and are recorded in the child's personal file. The child's parent or carer is informed on the same day. We work with parents to address recurring inconsiderate behaviour, using our observation records to help us to understand the cause and to decide jointly how to respond appropriately.

We never send children out of the room by themselves.

We never use or threaten physical punishment, such as smacking or shaking.

We only use physical intervention to prevent physical injury to children or adults and/or serious damage to property. We do not shout or raise our voices in a threatening way to respond to children's inconsiderate behaviour.



START OF THE PLAYGROUP SESSION

We do our utmost at St Catharine's Under Fives to provide an environment which is safe for the children. There are several practical ways in which parents and carers can help playgroup to ensure the safety of the children especially at the start and end of each playgroup session.

We ask that parents and carers should wait with their child in the area immediately outside the external doors, or in the lobby area. Children should not be left alone in the lobby or in the car park and playgroup accepts no responsibility for unaccompanied children.

When the playgroup session begins, a member of playgroup staff will open the door to the main hall and we ask that parents and carers accompany their child into and out of the hall and leave quickly and quietly once their child is safely inside.

Please ensure that your child is at playgroup by the designated session start time, as late arrivals are disruptive for the group and unsettling for children.

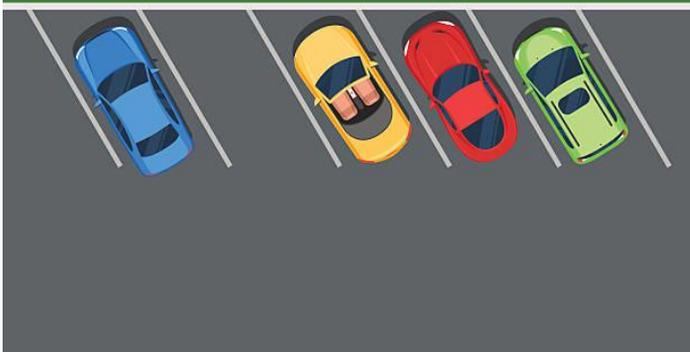
END OF THE PLAYGROUP SESSION

Parents and carers must be available to collect their child at the stated session end time. If you are delayed for any reason, it is essential that you telephone the playgroup.

If you have arranged for someone else to collect your child, please ensure that you tell the staff when you drop your child at playgroup in the morning. If this arrangement is made during the playgroup session, you *must* telephone the playgroup. Without notification, we *will not* be able to let your child go home with anyone other than those persons listed as someone authorised to collect your child.

For safety reasons, the external doors of the hall are kept locked until the end of the session, when a member of staff will open them and allow you to collect your child. A member of staff will let the children go one by one to their parent or carer, so that they are able to record them leaving on their register.

PARKING



We encourage parents and carers to walk their children to playgroup if possible, but, if it is necessary for you to drive, please park considerately.

In the interests of the safety of our children, parents and carers are asked to park in herringbone fashion, on each side of the Church car park at the start and end of each session. Please *do not* park down the centre of the car park as this could prevent an emergency services vehicle from entering if necessary.

Additional parking can also be found on London Road, opposite the park.

Starting Playgroup



ABSENCES

If your child is absent from playgroup for any reason, please ring the playgroup mobile as soon as possible on the first day of absence.

MEDICAL HEALTH AND WELL-BEING

Medical Conditions

Children requiring inhalers **MUST** have them with them at all times, especially on outings. The use of the inhaler must be supported by written consent of the parent. Children requiring inhalers will have supervised access to them at all times. If a child has a life threatening allergy, such as a nut allergy, it is advised that the child's doctor is asked to instruct the Play Leader on the use of the medicine needed (it is not enough for the parent to carry out the instruction).

Medicines

Staff will administer prescription medication during a playgroup session. The parent/carer should sign the medicine book, indicating the dose and timing of the medication required, the name of the medication and any possible side effects. A member of staff, preferably the child's key worker, will administer the medicine and a second member of staff will observe the administration. Both members of staff will then sign the medicine book. At the end of the session the parent will again sign the book to acknowledge that the medicine was given as requested. Medicines will be stored safely in a locked medicine cabinet in the kitchen or refrigerated if required. *Non prescribed medicines will NOT be given by staff during the playgroup session.*

Accidents/Bumps

All accidents are recorded in the Accident Book. Parents are informed at the end of the session and asked to sign the book.

In the event of a serious accident or illness, the person named on the registration form will be contacted. The emergency services will be contacted if needed. Should any child receive an injury of any nature during a session the Play Leader is informed in order that the appropriate attention is given and that the Accident Book is completed.

Health & Hygiene

- Children should not attend a session if they are unwell. This prevents illness or infection being transmitted to other children.
- Good standards of hygiene will be maintained in the kitchen and toilet areas.
- Snacks are only prepared by members of staff with appropriate Food Handling training.
- A cleaning schedule is operated for toys, clothes and kitchen cloths.



Starting Playgroup

CLOTHING

We provide protective clothing for the children when they play with messy activities. Parents and carers are encouraged not to send their children in new/expensive/best clothes as all children will be encouraged to participate in all activities. We do ask for a spare set of named clothing in case the child needs to be changed.

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes. Clothing that is easy for them to manage will help them to do this.



This item belongs to:

NAME TAPES/LOST PROPERTY

Please label everything your child brings or wears to playgroup. Named items will be returned to you. Please ask a member of playgroup staff to look through the lost property box. Items remaining at the end of the year will be donated to Charity.

SNACKS, MEALS AND DRINKS



St Catharine's Under Fives make snacks and meals a social time at which children and adults eat together. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met.

Please ensure that your child always has a water bottle with them when they attend playgroup.

If your child is attending on a Monday, Wednesday, Thursday or Friday, then you will need to provide a packed lunch for them. Please speak to a member of our Playgroup staff if you would like some hints and suggestions for what to include.

COMPLAINTS

We endeavour to ensure that everything runs smoothly for your child in playgroup. However, problems do occasionally occur. Initially please contact your child's key person, who will almost certainly be able to resolve your concern. The Play Leader is also available to discuss any concerns.

In Playgroup, you can obtain a copy of our full complaints procedure. If you feel you wish to discuss this matter further, please contact our Play leader or Committee Chairperson.



Model Data Privacy Notice for PATA Member Groups



St Catharines Under Fives (Group Name) and Your Personal Data

We need to keep certain personal information about parents and children who use our services in order to fulfil our contractual obligations and best care for your children. From 25 May 2018 the processing of this personal information is governed by the General Data Protection Regulation (GDPR) 2018.

We only collect personal data when we have a lawful reason for doing so, and we only use it for the purpose it was originally obtained for. We take steps to ensure that the data we keep is accurate, up to date and secure, and we do not keep it for any longer than is necessary. We have written policies and procedures in place for dealing with personal data, including breaches of security, and our staff have appropriate training and awareness of data protection principles and procedures.

Our Data Protection Lead is Tina Gaulton (Name) Administrator (Role).

Our Information Commissioner's Office (ICO) registration number is N/A

We are a Data Controller for your personal data, which means that we decide what information we need to keep about you and why, and how we process and store that information.

What personal data do we keep and process?

When you register your child for the setting we ask you to complete a registration form which may include personal data. Personal data can only be viewed and processed by relevant staff. Data about children is classified as 'sensitive' and we take extra care to keep it safe.

What do we use your personal data for?

Personal data is used to help us to best care for your child/children. We also use relevant data to enable us to receive Nursery Education Funding and to fulfil our contract with you e.g. processing payments.

How is your personal data stored?

Your personal data is stored in the following ways:
(e.g. Password-protected PC, Locked filing cabinet, Tapestry or online system, Accident records etc.)

Password-protected PC

Lock filing cabinet in a locked cupboard

(If you are using online services such as Tapestry or an online server i.e. Cloud storage you should list them here and check and state that they are also GDPR compliant.)

We will not share your personal data with any other third party without your permission.



What is the legal basis for processing your personal data?

Your data is processed on the basis of your contract with us for care of your child.

How long do we keep your personal data for?

We keep your personal data as long as your child is enrolled in our setting. After your child has left there is some data that we are required to keep under statutory regulations. You can see our retention of records policy for more details.

What are your rights with regard to your personal data?

Under the GDPR you have the right to:

- Know what personal data we keep about you.
- Request a copy of the personal data we hold about you.
- Request that we correct any personal data which is found to be inaccurate or out of date.
- Request that we erase any personal data where it is no longer necessary for us to keep that data.
- Request us to transmit the personal data that we hold about you to another data controller. (This right only applies where the processing we do is by your consent or for the processing of a contract, and where that processing is by automatic means.)
- Withdraw your consent for processing to which you have previously given your consent. (Please note that if you do this it may affect our ability to fulfil our contract for care of your child).
- Not be subject to automated decision-making.

Who to contact

If you have any queries or complaints, or wish to exercise any of the above rights, please contact our Data Protection Lead:

Name: TINA GAULTON

Address: ST CATHARINE'S UNDER FIVES, ST CATHARINE'S
PARISH HALL, LONDON ROAD, GLOUCESTER GL2 0PP

Email: scatharinesunderfives@live.co.uk

Telephone: 07432 073325